

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN  
COUNTY BOARD MEETING**

**July 11, 2012**

**PRESENT:** Keith Pamperin, Lisa Van Donsel, Beth Relich, Joan Swigert, Pat Finder-Stone, Steve Daniels, Bill Clancy, Marvin Rucker, Donajane Brasch, Libbie Miller

**EXCUSED:** Tom Diedrick, Pat Hickey, Barb Robinson

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Kinsey Black, Debra Bowers, Laurie Ropson, Mary Schlautman, Tina Brunner, Tina Whetung, Diana Brown, Lisa Conard, Beckie Pinnow

**PLEDGE OF ALLEGIANCE.**

Mr. Pamperin called the meeting to order in Chairperson Diedrick's absence at 8:35 a.m.

**ADOPTION OF AGENDA:** Ms. Miller moved and Ms. Brasch seconded to adopt the. **MOTION CARRIED.**

**INTRODUCTIONS:** Introductions were made by those present.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 24, 2012:** Ms. Van Donsel moved and Ms. Miller seconded to approve the minutes of the regular meeting of May 24, 2012. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

- A. **REVIEW AND APPROVAL OF THE APRIL 2012 FINANCE REPORT:** Ms. Bowers reported the preliminary June financial report. She indicated that all of the June expenses have not been received as yet. Mr Rucker asked about the large surplus of revenue going into this month. Ms Bowers reported that several grant allocations are received in bi-annual amounts that will be expended over the following 6 months. They will balance at the end of the year.

Ms. Miller moved and Ms. Finder-Stone seconded to approve the June 2012 Finance Report. **MOTION CARRIED.**

- B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board Members reviewed the Restricted Donations of \$15.00 in memory of Bette Zellner.

Ms. Van Donsel moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF DRAFT COUNTY BUDGET:** Ms. Christianson walked through the preliminary draft 2013 budget information that was provided. She indicated that 2012 has been a year of challenges and opportunities for the Aging & Disability Resource Center of Brown County. When we move to Family Care our roles will increase and we need to plan for this. Since the caps have been lifted, we need to prepare for this event. However, the timeline is still unclear. In past years staff has been added to the I&A department, going forward we want to build other units. Some ADRC initiatives and priorities, as indicated on Executive Summary, for 2013 include:

Efficiency Focus: In 2012 the ADRC invested in solar power microinverters, applied tinted film to our atrium glass roof, and rebalanced our venting systems. These investments have created energy savings and improved efficiencies. The 2012 budget reflects capturing as much medical assistance revenue as possible, reduced utility expenses due to the above mentioned green initiatives, reinvesting

in our nutrition program, reduced paper and postage costs due to implementing an electronic newsletter, and broadening our prevention programs.

**Nutrition Program:** The ADRC received a generous restricted donation for 2013 to support the evaluation and modernization of our meal sites, particularly in the rural locations of Denmark and Pulaski. Our goal is to attract younger participants, refocus our programs, and engage the baby boomer population. By attracting people early on, we can ensure they are eating healthy, planning for the future, and being connected to the resources available in the community to prevent long term care needs. We intend to contract with a limited term employee to conduct an asset assessment of these rural communities, explore the interests of current attendees, and mobilize informal and volunteer support at these sites. The goals are to increase participation and reach isolated adults who are at risk of falls and institutionalization. We anticipate, once these community assets and interests are explored, connections made, and local groups and organizations are mobilized, our current staff will be able to sustain the anticipated progress.

**Prevention:** Prevention is key to creating the cost savings needed to continue the expansion of Family Care. We intend to bring our Limited Term Employee (LTE) Prevention Coordinator position onto the table of organization as a demonstration to our commitment to prevention activities. Medication management falls prevention, managing chronic conditions, enabling caregivers to continue their complicated and stressful roles, exercise and healthy eating habits are all prevention activities currently supported through the ADRC and need to be capitalized on and expanded.

**Financial Accounting Program:** In the past ten years, the ADRC has successfully captured additional revenue sources including Medicaid and State/Federal grants. Along with this has come increased complexity in our funding sources and their requirements; we have doubled our staff and responsibilities, and expanded our services while at the same time reduced our dependency on county levy as a percentage of our budget. We recognize that our single accounting position has been tasked with managing this rapid expansion and been stretched beyond reasonable measure. We intend to add 1 FTE Accounting Clerk position to assist in increasing our efficiencies through transition to electronic records, the New World Logos accounting software, and maximizing Medicaid time reporting. The current Accountant will be relieved of clerk activities to better use her talents in strategic planning, policy development, and budgeting. This new position will also allow for improved internal controls over monetary receipts and disbursements. The Accountant position is also currently being reviewed by Human Resources for consideration of reclassification.

**Disability Benefit Specialist (DBS) and Volunteer Benefit Program:** The increasing aging population and complexity of benefit programs require the ADRC to find more effective ways to manage the growing contact volume in the Benefit Specialist Program. Increasing our .5 FTE Disability Benefit Specialist position to 1 FTE will maximize the use of this position. It will also allow for additional planning to occur to develop a Volunteer Benefit Specialist Program and increase our capacity. The Volunteer Program will allow the ADRC to provide additional group education programs and make additional support available during the busy annual Medicare Part D prescription drug enrollment periods. This position will produce high Medicaid revenue.

#### Position Changes:

##### Additions:

- 1 FTE Accounting Clerk
- .5 Disability Benefit Specialists (increasing .5 position to 1 FTE)
- .5 LTE Nutrition Outreach Positions

##### Modifications:

- 1 LTE to FTE Prevention Coordinator
- Re-classification Accountant Position

##### Deletions:

- .5 Clerk II
- .5 Prevention Clerk – Grant Funded, Grant Funds ending

## .5 MIPPA Outreach LTE – Grant Funded, Grant Funds ending

Ms Christianson walked through highlights from the draft budget line items and summarized some of the major changes. The overall expenses have increased for 2013 but are offset by additional Medical Assistance revenue, private donations and nutrition program donations.

Mr. Pamperin commented on the increased budget for Salary Expense thinking it may be for the increase positions and in wages for current employees. Ms. Christianson indicated that we follow the County administration's decision on salary increases and for several years there have been no increase to wages. The board commented on the challenge to maintain quality staff without any increase in compensation. Ms. Christianson explained the high quality staff are very dedicated to the agency mission and we are very grateful for their longevity as it truly contributes to quality programs we have.

Ms. Christianson mentioned that under Food Costs the previous vendors pricing is included in the budgeted amount as a safety net. The current vendor is still working though a 30 day notice to end the contract. The ADRC is hopeful that the benchmarks will be met, but is it responsible to collect more than 30 days of improvement before budgeting at the lower rate.

There were no decreases to our contracts.

Medical Assistance Claiming will generate overall additional \$127,000 and \$40,000 of that will come from the Benefit Specialists.

The 2013 budgeted revenue and expenses balance.

Ms. Miller moved and Ms. Brasch seconded to approve the Draft County Budget. **MOTION CARRIED.**

**RED CROSS REPORT ON FEE INCREASE:** Beckie Pinnow, American Red Cross, asked for approval of a rider fee increase from \$2.00 to \$3.00 per ride. The expected start date would be September 1. Right now the majority of their riders are being invoiced for their rides and 16% are either behind on payments or do not contribute toward the ride at all. There is a waiver program for those who can't afford the fee, based on their income. The Red Cross makes sure their volunteer drivers are picking up multiple people at the same locations and in the same areas so they are not making extra trips or putting on extra miles. She showed great appreciation for their volunteers and said they couldn't do it without them. Prepaid punch cards for riders is an option and will be utilized to a greater degree with this change in payment.

Ms. Van Donsel moved and Ms. Finder-Stone seconded to approve the American Red Cross Rider Fee Increase. **MOTION CARRIED.**

**NEW CURATIVE REPORT:** Diana Brown, NEW Curative, explained that they will be making a recommendation to their board for a fee for service model. One program will still be on a donation basis and the rest will be a fee for service. The current rate has been \$25/day. There will be some flexibility to reduce or waive the fees based on participant's income. The raise in fees hopes to create more revenue and reduce the deficit. Ms. Brown said she will continue to come to the ADRC board meetings and report on the progress. The current NEW Curative President, John Bloor, has resigned and is moving to a new agency in West Bend. Ms. Brown will assume the role as president until the position is filled.

**AGING UNIT PLAN AND LISTENING SESSIONS REPORT:** Ms. Christianson thanked the board members for attending the Listening Sessions. The core needs identified were:

- ❖ Transportation – easy access, no waiting, expanded service
- ❖ Staying Connected, engaged and giving back
- ❖ Good nutrition
- ❖ Expressing themselves artistically

- ❖ Staying Active: mind and body
- ❖ Access to Resource Information: in home help and support to stay home
- ❖ Access to adaptive aides
- ❖ Tackling Ageism

Ms. Christianson noted that she will bring the smart goals being created for the three year Aging Plan to the next meeting.

**ARAMARK CONTRACT UPDATE:** Since the letter was sent to Aramark on June 13, giving them a 30 day notice to improve the food service being provided to the ADRC, there have been no complaints and the food has been remarkably good. Delivery times have greatly improved as well. They have made huge efforts to improve their process. Ms. Christianson asked the board for approval to send a letter to Aramark, after the 30 days are up, saying that they have met their benchmarks, we feel they have satisfied the 30 day requirement for improvement and we expect this level of service to continue. If not, we have the right to terminate their contract at any time. Brown County Corporation Counsel is reviewing the letter and Ms. Christianson will send this out once complete.

Ms. Finder-Stone moved and Ms. Relich seconded to authorize a letter to be sent to Aramark.  
**MOTION CARRIED.**

**FAMILY CARE UPDATE:** Ms. Christianson reported that the Long Term Care Council met yesterday and mentioned that Ms. Finder-Stone presented on the Regional Advisory Committees of the ADRC and did a wonderful job. The Department of Health Services will report in August to the Legislative Audit Committee on the Sustainability initiatives managed by the State. This report will help inform the legislature about the possibility of expansion of Family Care. It is projected that it will take 16-18 months before we could see expansion to the Brown County area. Mr. Rucker commented that he is unsure if Family Care will be able to remain sustainable.

**DIRECTOR'S REPORT:** Ms. Christianson recognized Ms. Brunner for receiving a Certificate of Excellence from the Wisconsin Elder Benefit Specialist Program at a regional meeting this past month. Ms. Brunner has been a recipient in past years as well and is well recognized around the state as a highly skilled Elder Benefit Specialist.

Ms. Christianson also recognized Ms. Finder-Stone who was the winner of the 2012 Meg McLane Award for Advocacy. She was nominated as the "Advocate Extraordinaire" in professional and volunteer organizations, having generously shared her leadership and advocacy talents with others.

Ms. Christianson also asked Mr. Daniels to report on his recently published book titled "Harry a Teenage Mass Murder" which will be available at Barnes & Noble this fall. Mr. Daniels explained the nature and content of the book and the local flavor and history.

**LEGISLATIVE UPDATE:** Mr. Pamperin commented on the 31<sup>st</sup> vote on the Affordable Healthcare Act.

**ANNOUNCEMENTS:** None

**NEXT MEETING DATE: August 23, 2012:** The next Board of Director's Meeting is scheduled for Thursday, August 23, 2012.

**ADJOURN:** Ms. Van Donsel moved and Ms. Relich seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:26 a.m.

Respectfully submitted,

Kinsey Black, Clerk